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MEMORANDUM FOR THE FILES

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ORIG COM		REL	31	TYPE	02
ORIG CLASS	B	REFERS	1	REV CLASS	C
JUST	22	NEXT REV	2010	AUTH	HR 76-2

At the present time the following types of cases are handled by the Security Division and receive clearances which permit the release of classified information to the individual concerned:

1. Applicants.
2. Persons who are to be contacted by the Contact Division.
3. Persons to be employed on work under classified contracts.
4. Consultants, Experts and contract employees.
5. Persons employed by private organizations who are to be contacted or used by offices such as OSI and OTS with whom no contract or relationship will exist.

On cases under 1 above controls exist which prevent the unauthorized use of the clearance. These controls include 60-day valid period for the clearance and a double check through the Physical Security Branch at the time the badge is requested.

On cases under 2 above no positive control exists. The only thing approaching a control is the filing system in the Personnel Security Branch which provides for automatic review of the case if derogatory information on that individual is received in the Personnel Security Branch subsequent to our approval.

On cases under 3 above the passive control in existence for type 2 cases exists. The only other control is the requirement that another application be made to I&SO should a Top Secret clearance be desired.

On type 4 cases the only positive control in existence for all three is the 60-day limitation of the use of the clearance. On consultant cases there is the added control in the 12-month validity of the clearance and the requirement that the contract be signed in the Security Division. In the "expert" cases the same control exists when the standard Personal Services Contract is used. These contracts must also be signed in the Security Division. Contract employees picked up under other than the standard Personal Services Contract (i.e., contracts written through the Special Contracting and Allowances Officer) are not referred to the Security Division for signature and no positive control exists.

On the cases under type 5 these clearances have been heretofore granted without a time limit.

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Chief, Personnel Security Branch